

# **CLEM LEMIRE ARTIFICIAL TURF FIELD PROJECT BUILDING COMMITTEE**

**December 13, 2010**

**Town Hall Conference Room L103**

## **SPECIAL MEETING MINUTES**

- I. Call to order – the meeting was called to order by Chairperson Klett at 7:04 pm.
- II. Roll call – Members present: Maureen Klett, Mike Lenares, Bill DeBlasio, Don Woods, Jeff Perillo, Rich Khentigan and Fred Callahan. Others present: Three members of the public; David Dickson and Kevin Fuselier, Milone and MacBroom; Bruce Till, Superintendent of Parks and Recreation; and Jeff Baron, Dir. of Admin. Services.
- III. Public participation – None.
- IV. Approval of November 18, 2010 meeting minutes – Mr. Woods made a motion to approve the minutes of the November 18, 2010 meeting, as written. Second by Mr. DeBlasio. The motion passed unanimously.
- V. Review turf manufacturer proposals – Proposals were received from five firms, A-Turf, Field Turf, Pro Grass, Sprint Turf, and Shaw Sportexe. Mr. Baron stated that a sixth company had expressed interest in submitting a proposal but had not been notified in a timely manner. The Committee agreed by consensus not to extend the submittal deadline in order to receive any additional proposals. Milone and MacBroom had prepared a one page comparison summary, dated December 10<sup>th</sup>, that had been distributed shortly after proposals were received. Mr. Till noted that certain firms had several types of turf and encouraged the Committee to focus on the type of turf that is being proposed. Various aspects of each proposal were discussed, focusing primarily on which companies had completed fields that various committee members were familiar with, warranty issues, the ratio of sand to rubber mix in the in-fill material, and which manufacturers installed their own product
- VI. Select turf manufacturers to be interviewed – Milone and MacBroom distributed a two page handout of Turf Manufacturers Interview Questions, dated December 13<sup>th</sup>. This series of questions for the Committee to consider asking each firm at the interview was reduced by the Committee down to nine questions, some of which may be

answered during each firm's presentation. The Committee agreed by consensus to allow 25 minutes for each firm to make a presentation, and that 20 minutes should be allotted for questions and answers. Some time would also be needed between firms. Each company would be allowed 45 minutes and would be scheduled an hour apart. Given the length of time each firm would receive, it was agreed by consensus to interview only three firms and to move the starting time from the previously agreed 6:00 PM to 5:00 PM. Mr. Woods then made a motion that, based on their submittals, the Committee bring in for the interview process representatives from Field Turf, Pro Grass, and Shaw Sportexe, for 45 minute interviews on their respective products. Second by Mr. Perillo. Discussion: Mr. Callahan asked if the Committee needed to state the reasons why they were being selected. As the Committee felt that these three firms' proposals best met the needs of the Town, the specific reasons did not need to be stated. The motion passed unanimously by a vote of 7 YES to 0 NO.

- VII. Any other business pertinent to the Committee – The Committee determined that firms would be scheduled to be interviewed in alphabetical order. Mr. Till was asked to check with the recreation departments in towns where fields were constructed for recreation department use, and with any other references provided by the firms to be interviewed that he deemed necessary. Mr. Baron will prepare revised question sheets for the interviews and will ask firms for copies of any slides or power point presentations. Mr. Till distributed a handout entitled Synthetic Turf Maintenance and Repair.

- VIII. Public participation – Mady Kenney and Rose Lyons both spoke, suggesting that food be provided the evening of the interviews, asking if anyone had spoken with the Parks and Recreation Departments in other Towns that have artificial turf fields concerning maintenance issues and the machinery used on these fields. It was also noted that it was odd that the firm that did not respond was relying on notification from the Town rather than monitoring the Town's website where bids are posted.

Dan Hynes spoke on the interview process. He noted that introductions would take time away from the presentations, he felt the questions from Milone and MacBroom are good, and suggested that the firms could be asked to address some of the areas these questions touch on in their presentations, so the Committee will get them to hit on what it considers to be the core components in their 25 minutes.

- IX. Committee response to public participation – Mr. Till has been involved with artificial turf fields for many years. The equipment needed to maintain the field will be included as part of the final bid document.

Individuals from various Parks and Recreation Departments do talk to one another at professional association meetings and at various other functions, where Mr. Till has been actively engaged in discussions regarding artificial turf fields.

The Committee did not want to present the actual questions to the firms in advance, but, at Mr. Dickson's suggestion, will request each firm to include in their presentation detailed information on infill properties, ratios, playability, and G-max.

X. Adjournment – the meeting adjourned at 8:20 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services